

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,
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Initials

Date

1. EO/DOA

27 DEC 1983

2. ADOA

28 DEC 1983

3. DOA

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

OA + OTE have been notified
in the 26900 meeting.
Copies to all OSA? yes
Done (83/227) Com B

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.— Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DD/A Registry

83-5261

EXCOM 83-018
23 December 1983

MEMORANDUM FOR: Executive Committee Members

FROM: Executive Assistant to the Executive Director

SUBJECT: Schedule for January-March 1984 Executive Committee Meetings

1. The Chairman of the Executive Committee has approved the attached schedule for meetings in January through March.

25X1 2. Please have action officers contact the Executive Committee Executive Secretary with regard to staff support for these meetings.

25X1

Attachment:
As stated

cc: Inspector General
EA/DDCI

25X1 ALL PORTIONS OF THIS DOCUMENT
CLASSIFIED SECRET

SECRET

EXECUTIVE COMMITTEE SCHEDULE

<u>Subject</u>	<u>Date</u>	<u>Action</u>	<u>Purpose</u>
Overseas Security	12 January	DDA	<u>Decision</u> - On recommendations of the panel an overseas construction and space.
25X1	12 January	DDO*	<u>Review</u> - Status of cohabitation policy implementation and revision of <input type="text"/>
CT Program	16 Feb 26 January	DDA*	<u>Decision</u> - To implement planning for an Agency-wide CT program.
Future of Economic Intelligence	9 February	DDI*	<u>Decision</u> - To refine requirements, collection, and analysis programs for economic intelligence.
25X1 <input type="text"/>	23 February	DDS&T*	<u>Decision</u> - On organization and staffing <input type="text"/>
25X1			
Emergency Planning	1 March	PS*	<u>Information</u> - Report on the status of CIA emergency (continuity) planning.

* To permit review by Committee members, briefing papers should be submitted to O/ExDir ten working days in advance of the meeting date.

NOTE: All meetings will be held in the DCI Conference Room (7D64), at 1430-1530 hours, unless otherwise noted.

SECRET

ADMINISTRATION CAREER TRAINEE PROGRAMBACKGROUND

The Career Training Program is virtually the only selection, entry and training program for Operations Directorate junior officers. It also serves as the entry program for some DDA, DDI and DDS&T officers. Its objective is the careful selection, extensive training, and job placement of junior officers to optimize the individual's work performance and job satisfaction.

The use of CT's in DDA Offices and the MG Career Service has involved three basic stages. In January 1965 the first group of 25 entered on duty for the support services. The concept was that the CT's would start as generalists, serve overseas as support officers in small stations and after about six years they would pick a specific career field in one of the DDA Offices. By February 1968 approximately 125 CT's had been hired under the generalist concept. It was necessary to change the policy at that time because ceiling reductions and BALPA sharply reduced the number of general administrative positions overseas. In the second stage the CT's began as members of a functional support career service, acquired the professional skills of that Career Service, and moved up their managerial path.

The second stage of DDA participation in the CT Program did not last very long. There was a need to absorb a large number of the generalists into the functional specialties within the DDA Offices. Then personnel reductions in the ensuing years severely reduced the input of junior officers. The third stage that followed has been relatively unstructured from a directorate standpoint with the DDA Offices and MG Career Service each participating independently and on a very limited scale.

Today there are several very good reasons why the Administration Directorate needs to re-establish the CT Program as a significant source of professional employees. There is an increasing need for promising junior officers in a majority of DDA Offices. Use of the CT Program would establish a uniformly high standard for directorate officers. A perception also persists that many DDA officers spend their careers in rather narrow specialties and that this results in a parochial viewpoint. CT training would provide officers a broader perspective and understanding of the Agency early in their careers. Finally, there is an increasing need for DDA offices to work closely together to achieve common goals. Joint participation in the CT Program would widen acquaintances among officers and foster future cooperation.

RECOMMENDATIONS

In order to implement the coordinated use of Career Trainees in the Administration Directorate, it is recommended that the following program be approved:

1. TITLE: Administration Career Trainee Program (ACT)
2. POLICY: The ACT Program is being established in order to ensure the input of high quality junior professional employees for DDA Offices and the MG Career Subgroup; broaden the perspectives of future office managers and to foster the mutual understanding and achievement of Agency goals and objectives. Office Directors and the MG Subgroup will determine annually the proportion of new professional employees required to enter their respective organization through this system to meet these objectives.
3. ADMINISTRATION: The DDA Career Management Staff will be responsible for overall coordination of the ACT Program, obtaining annual input requirements from DDA Offices and the MG Subgroup, maintaining records of participants and preparing periodic reports of program accomplishments. Participants in ACT will be selected by DDA Offices and the MG Career Subgroup from both internal and external candidates who meet appropriate CT standards. Pay rates will be established in accordance with CT Guidelines. Individuals will be assigned to a Training Development Complement of the sponsoring Career Subgroup during the first year of CT training and interim assignments. They will then be assigned to regular staffing complement positions. The CT positions required for one year of training and interim assignments will be described in the first appropriate budget submission and additional ceiling requested for FY-86 or the first available opportunity. In the interim, the sponsoring components will have to absorb the charge to personnel ceiling.
4. PROGRAM CONTENT: The ACT Program will consist of the following elements:
 - a. CT Development Course - 10 weeks
 - b.
2 weeks
 - c. Interim I (DDO) - 12 weeks

- d. DDA Development Module - 4 weeks
- e. Interim II (DDI or DDS&T) - 12 weeks
- f. Interim III (sponsor's choice) - 12 weeks

TOTAL - 52 weeks

- g. Initial 2 year assignment
- h. Participants will complete the ACT Program after three years.

5. EVALUATION: An evaluation will be made by the sponsoring component of the relative success of the Program for each participant. The evaluation will include brief narrative comments and the following ratings:

<u>Complete</u> <u>Failure</u>	<u>Below</u> <u>Average</u>	<u>Average</u>	<u>Above</u> <u>Average</u>	<u>Complete</u> <u>Success</u>
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Employee Appears to Have
High Potential.

Employee Exhibits a Broad
Perspective.

Employee is Conscious of
Common Component Goals